



## ALAMEDA COUNTY CONGESTION MANAGEMENT AGENCY

1333 BROADWAY, SUITE 220 • OAKLAND, CA 94612 • PHONE: (510) 836-2560 • FAX: (510) 836-2185  
E-MAIL: [mail@accma.ca.gov](mailto:mail@accma.ca.gov) • WEB SITE: [accma.ca.gov](http://accma.ca.gov)

### *Job Announcement* **PROJECT ACCOUNTANT/DATABASE COORDINATOR**

The Alameda County Congestion Management Agency (CMA) is seeking a qualified candidate for the position of Project Accountant/Database Coordinator. The CMA is a countywide transportation planning and programming agency responsible for the congestion management program, the long-range county transportation plan, and programming of projects for state and federal funding. The CMA is a small organization with a staff of eleven and an annual operating budget of approximately \$6 to \$7 million. Alameda County is the sixth largest county in California with an economically and culturally diverse population of 1.4 million.

**SALARY RANGE:** \$50,300 to \$65,300

**APPLICATION DEADLINE:** 5:00pm, Friday, October 8, 2004

**APPLICATIONS AVAILABLE FROM:** CMA Offices (510) 836-2560 or through our website at [accma.ca.gov](http://accma.ca.gov)

**SEND APPLICATION TO:** Christina Muller, Administrative Manager  
Alameda County CMA  
1333 Broadway, Suite 220  
Oakland, CA 94612

#### **SUMMARY**

Under direction of the Accounting Manager, the Project Accountant maintains the Alameda County Congestion Management Agency (ACCMA) project and related contract files, performs various accounting tasks including accounts payable functions, develops related expenditure reports, prepares grant reimbursement reports, integrates accounting information with the project database, and performs project monitoring work as assigned.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Codes and enters approved invoices into the accounts payable system, obtains approvals, produces and distributes vendor and contractor payments, addresses vendor inquiries regarding payment issues; organizes and maintains manual and automated files for reference.
- Develops and maintains project information (including files, forms and database); enters contractual, payment and other project information, tracks compliance with contracts, formats and prepares project reports and identifies potential problems regarding project timing and financing.
- Develops and maintains vendor contract information (including files, forms and database) for ease of reference and completeness, tracks contracts in process to completion and sets controls on terms and renewal dates.

- Prepares a variety of written correspondence, reports, procedures, ordinances and other written materials.

## **SUPERVISORY RESPONSIBILITIES**

- None

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### *Knowledge of:*

- Principles and practices of project accounting and contract recordkeeping
- Principles and practices of database development and management
- Principles and practices of accounts payables processing
- Concepts of developing and administering internal financial processing and contract administration controls
- Techniques for dealing effectively with the vendors, contractors and staff, in person and over the telephone
- Computer applications related to the work
- Correct written and oral English language usage, grammar, spelling and punctuation
- Basic principles and practices of construction contract management in a public agency setting
- Basic city and county governmental organization, policies and procedures
- Standard office practices and procedures and the use of standard office equipment

### *Skill in:*

- Managing applicable database, Microsoft access, spreadsheet, word processing and related financial record keeping hardware and software applications
- Performing accurate data updates, data validation and data verification
- Organizing own work, coordinating projects, multitasking, setting priorities, meeting critical deadlines and following-up on assignments with minimum direction
- Preparing clear and concise reports, correspondence procedures and other written materials
- Analyzing data, reports and large quantities of information
- Using English effectively to communicate in person, over the telephone and in writing.
- Explaining and instructing technical solutions to non-technical staff and contacts
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

## **EDUCATION and/or EXPERIENCE**

Equivalent to possession of a Bachelor of Science degree or Associate of Arts degree with the minimum 2 years equivalent coursework in computer science, accounting, economics, business or public administration or a field related to the work and two years of experience in accounting for projects or contracts. Database management, accounts payable or financial record keeping experience in a field related to large construction or public works projects is highly desirable.